



City of Lynchburg – Inspections Division
City Hall, Second Floor, 900 Church Street, Lynchburg, VA (434) 455-3910 Fax (434) 845-7630
Construction Permit Application

CONTACT INFORMATION:

Date _____ Permit Requested By _____
Relationship to Owner: _____
Mailing Address _____
City _____ State _____ Zip _____ Phone (____) _____

PROPERTY INFORMATION:

Parcel ID # (PIN) _____ Location of Property _____
Legal Owner of Property _____
Previous Owner of Property (if owned less than 12 months) _____

PERMIT REQUEST:

Type Work To Be Done: ☐ New Construction ☐ Addition ☐ Renovation ☐ Repair
Will Exterior be Affected: ☐ Yes ☐ No
If yes, see HPC
Description of Work: _____

Total Cost of Construction: (see instructions attached): \$ _____ Est. Date of Completion: _____

BUILDING DATA

EXISTING: Building Area: _____ SqFt. Building Height: _____ Ft. Stories: _____
Use: _____ Type Construction: _____
ADDITIONAL PROPOSED: Floor Area: _____ Height: _____ Stories: _____ #Units: _____
Other: _____

ZONING INFORMATION

Zoning: _____ Lot Size: _____ SqFt. Lot Dimensions (front, left side, ride side, rear): _____ / _____ / _____ / _____ Ft.
Easements: _____ Flood Zone: ☐ Yes ☐ No City Water: ☐ Yes ☐ No City Sewer: ☐ Yes ☐ No
TRC Approval: ☐ Yes Date: _____ **Attach a Copy of Approval to This Application**
Land Disturbing Permit Required: ☐ Yes ☐ No Permit#: _____ Date Issued: _____

CONTRACTOR INFORMATION (see reverse side for owner builder information if applicable)

Contractor Name: _____ Phone: _____ License Class: _____ Expiration: _____
Mechanics Lien Agent: _____ Address: _____ Phone: _____

SUBCONTRACTOR INFORMATION

Electrical Contractor: _____ Phone: _____ License Class: _____ Expiration: _____
Plumbing Contractor: _____ Phone: _____ License Class: _____ Expiration: _____
Mechanical Contractor: _____ Phone: _____ License Class: _____ Expiration: _____
Other: _____ Phone: _____ License Class: _____ Expiration: _____

Owner Builder

I intend to carry out the work described in this permit application as an ownerbuilder:

☐ Yes

☐ No

If you answered Yes above, you must complete and sign an owner/builder affidavit. Attach a copy to this application

§ 54.1-1103. Necessity for license

A. No person shall engage in, or offer to engage in, contracting work in the Commonwealth unless he has been licensed under the provisions of this chapter. The Board may waive any provision of this chapter for Habitat for Humanity, its local affiliates or subsidiaries, and any other nonprofit organization exempt from taxation under § 501 (c) (3) of the Internal Revenue Code (26 U.S.C. § 501 (c) (3)) for the purpose of constructing single-family dwellings that will be given to or sold below the appraised value to low-income persons. Prior to a joint venture engaging in, or offering to engage in, contracting work in the Commonwealth, (i) each contracting party of the joint venture shall be licensed under the provisions of this chapter or (ii) a license shall be obtained in the name of the joint venture under the provisions of this chapter.

1. A Class C license is required when the total value referred to in a single contract or project is no more than \$7,500, or the total value of all such water well or landscape irrigation contracts undertaken within any twelve-month period is no more than \$150,000;

2. A Class B license is required when the total value referred to in a single contract is \$7,500 or more, but less than \$70,000, or the total value of all such water well or landscape irrigation contracts undertaken within any twelve-month period is \$150,000 or more, but less than \$500,000; and

3. A Class A license is required when the total value referred to in a single contract or project is \$70,000 or more, or when the total value of all such water well or landscape irrigation contracts undertaken within any twelve-month period is \$500,000 or more.

I, (print name) _____ do, hereby certify and acknowledge that I understand and will comply with the requirements of Chapter 11. Article 1, Section 54.101103 of the Code of Virginia, shown above. I do understand that any changes to this application or to a permit issued from these applications must be reported to the Building Official within two (2) working days of the change. Any acts prohibited by Section 54.1-1115 shall constitute the commission of a Class 1 Misdemeanor.

Signature: _____

§ 54.1-1115. Prohibited acts.

A. The following acts are prohibited and shall constitute the commission of a Class 1 Misdemeanor:

1. Contracting for, or bidding upon the construction, removal, repair or improvements to or upon real property owned, controlled or leased by another person without a license or certificate.
2. Attempting to practice contracting in the Commonwealth, except as provided for in this chapter.
3. Presenting or attempting to use the license or certificate of another.
4. Giving false or forged evidence of any kind to the Board or any member thereof in an application for the issuance or renewal of a license or certificate.
5. Impersonating another or using an expired or revoked license or certificate.
6. Receiving or considering as the awarding authority a bid from anyone not properly licensed or certified under this chapter. The awarding authority shall require a bidder to submit his license or certificate number prior to considering a bid.

B. Any person who undertakes work without any valid Virginia contractor's license or certificate when a license or certificate is required by this chapter shall be fined an amount not to exceed \$500 per day for each day that such person is in violation, in addition to the authorized penalties for the commission of a Class 1 Misdemeanor.

C. No person shall be entitled to assert the lack of licensure or certification as required by this chapter as a defense to any action at a law or suit in equity if the party who seeks to recover from such person gives substantial performance within the terms of the contract in good faith and without actual knowledge of the licensure or certification requirements of this chapter.

Failure to renew a license or certificate issued in accordance with this chapter shall create a rebuttable presumption of actual knowledge of such licensing or certification requirements.